

# OFFICE ADMINISTRATION, CERTIFICATE OF ACHIEVEMENT (LEVEL II)

NMC Code 044

Well-trained office professionals continue to be in demand and play an integral role in the successful operation of an organization. They work as a team with managers, professionals, and other support staff to control and manage administrative operations.

The Office Administration Certificate builds on the Microsoft Office™ Applications Specialist Certificate and focuses on specific skills that area employers consider essential.

This program requires Microsoft Office™ 2016 on a Windows computer (or on a Mac with a Windows partition). The software is available for download and is also at campus computer labs.

## Requirements Certificate Requirements

Course	Title	Credits
<b>Microsoft Office™ Applications Specialist Level I Certificate Requirements</b>		
Complete Level I Certificate Requirements		17
<b>Office Administration Level II Certificate Requirements</b>		
ACC 121	Accounting Principles I	4
BUS 101	Introduction to Business	3
BUS 231	Professional Communications	3
Select one of the following:		3
PHL 105	Critical Thinking	
PHL 201	Ethics	
PHL 202	Contemporary Ethical Dilemmas	
<b>Total Credits</b>		<b>30</b>

**Note:** Students selecting this certificate program need beginning keyboarding skills, which is available through an Extended Education class if needed.

## Course Sequence Guide

Course	Title	Credits
<b>Year 1</b>		
<b>Fall</b>		
BUS 101	Introduction to Business	3
BUS 155	Interpersonal Communications	3
CIT 119	Microsoft Office - Word	3
CIT 122A	Computer & Internet Basics I	1
CIT 124	Microsoft Office - PowerPoint	2
Select one of the following:		3
PHL 105	Critical Thinking	
PHL 201	Ethics	
PHL 202	Contemporary Ethical Dilemmas	
<b>Credits</b>		<b>15</b>

<b>Spring</b>		
ACC 121	Accounting Principles I <sup>1</sup>	4
BUS 231	Professional Communications	3
CIT 210	Microsoft Office - Excel	3
MGT 251	Human Resources Management	3
MKT 208	Digital Marketing	2
<b>Credits</b>		<b>15</b>
<b>Total Credits</b>		<b>30</b>

<sup>1</sup> Placement into MTH 23 Beginning Algebra or completion of MTH 08 Pre-Algebra with a 2.0 or higher is required for the ACC 121 Accounting Principles I course.

## Program Notes

Students selecting this certificate program need beginning keyboarding skills, which is available through an Extended Learning class if needed.

Completion of this certificate also results in the Microsoft Office™ Application Specialist Certificate.